



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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DEVELOPMENT DIRECTOR BURLINGTON CITY ARTS

POSTING DATE: May 21, 2015

RATE OF PAY: \$ 47,869

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: June 30, 2015 Posting Extended

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 17

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for designing and implementing the development plan, direct fundraising, development marketing, volunteer supervision and assistance in long range planning. In addition this position is responsible for managing and coordinating development activities and services provided by Burlington City Arts serving the greater Burlington cultural community.

ESSENTIAL FUNCTIONS:

- Develop and assess progress of the annual fundraising campaign and report recommendations to the Director and the Development Committee.
- Implement and oversee approved annual plan including annual membership campaign, corporate solicitations, grant writing and special events.
- Research corporations, foundations and government agencies that provide resources to the arts. Conducts regular and extensive research on potential contributors, reaches out to other fund-raisers to gather ideas and share experiences; writes proposals.
- Network with the business community to pursue financial and in-kind support.
- Work with Board, Executive Director and Marketing Director to design any collateral materials needed for development activities.
- Manage and oversee grant proposals, coordinate materials to be included in proposals, and ensure that deadlines are met.
- Make recommendations regarding the development of the annual department budget.
- Develop and maintain direct solicitation lists, call lists, etc and acknowledge *every* donation in writing in a timely manner.
- Maintains fundraising files, database(s) and tracks donations.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree in related field and 3-5 years experience in development, sales or fundraising required.
- Extensive knowledge of the arts and cultural activities desired, preferably in the greater Burlington area.
- Experience working with donor database software preferred.
- Ability to write clearly for various purposes, from thank you letters to grant proposals to formal gift acknowledgement.
- Proficiency in keyboarding and intermediate computer skills.
- Ability to work in PC format with knowledge of Microsoft Office software (Word, Excel, PowerPoint) Strong communication skills, both verbal and written, required.
- Ability to professionally represent City Arts and the City of Burlington inside and outside of City Hall.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.